

**ANNUAL REPORT OF  
WRITTEN SURPLUS LINES POLICIES  
TO THE  
WEST VIRGINIA INSURANCE COMMISSIONER**

**LICENSEE NAME:**

**SURPLUS LINES LICENSE #:**

**LICENSEE ADDRESS:**

**WV AGENT LICENSE #:**

INSURED NAME AND ADDRESS	INSURER NAME AND ADDRESS	NAIC CO CODE	POLICY NUMBER	INCEPTION DATE	COVERAGE TYPE*	POLICY LIMIT	GROSS PREMIUMS WRITTEN	RETURNED PREMIUMS	NET PREMIUMS	FEES RECEIVED	TOTAL NET PREMIUMS AND FEES TAXABLE	REASON NOT PLACED WITH LICENSED INSURER	SURCHARGE COLLECTED

\* USE THE INSURANCE CODES LISTED ON REVERSE SIDE FOR COVERAGE TYPE

LINE OF BUSINESS	TYPE OF INSURANCE	CA - CASUALTY	VH - VEHICLE
FI = FIRE	CM - COMMERCIAL DW - DWELLING		LI - LIABILITY/UMBRELLA BG - BURGLARY & THEFT GL - GLASS BO - BOILER CR - CREDIT INSURANCE MP - MALPRACTICE, PROF. LIABILITY ET - ENTERTAINMENT INSURANCE MS - MINE SUBSIDENCE OT - OTHER/EXCESS WRK'S COMP. MM - MEDICAL MALPRACTICE
MA = MARINE	EQ - EQUIPMENT, AIRCRAFT, ETC. PP - PROPERTY/PERSON OT - OTHER		
SU = SURETY	FD - FIDELITY CT - PERFORMANCE OF CONTRACTS, ETC. IN - INDEMNITY FOR BANKS, ETC.		

PROPER CODE WILL CONSIST OF FOUR LETTERS - TWO LINE OF BUSINESS AND TWO TYPE OF COVERAGE

EXAMPLE - A GENERAL CONTRACTOR PURCHASES LIABILITY INSURANCE TO PROTECT A JOB SITE. THE LINE OF BUSINESS CODE WOULD BE CA FOR CASUALTY. THE TYPE OF COVERAGE CODE WOULD BE LI FOR LIABILITY/UMBRELLA. CALI WOULD BE LISTED IN THE COVERAGE TYPE COLUMN.

**PLACEMENT CODES**

**CODE**

**DESCRIPTION**

ALE	ADVERSE LOSS EXPERIENCE Self-Explanatory
SCP	SUBSTANDARD CONDITION OF PROPERTY AND BUSINESS Self-Explanatory
UBA	UNIQUE BUSINESS ACTIVITY Service or activity not performed on a regular basis, such as building demolition
HBA	HAZARDOUS BUSINESS ACTIVITY Cleanup of a hazardous material spill
NCB	NEWLY CREATED BUSINESS Many restaurants are declined their first two years in business
RLP	REMOTELY LOCATED PROPERTY Self-Explanatory
LLR	LARGE LIMITS REQUIRED Self -Explanatory
OTH	OTHER Self-Explanatory

**LINES OF INSURANCE SUBJECT TO SURCHARGE**

1. Fire
  - 2.1 Allied Lines
  - 2.2 Multiple peril crop
  - 2.2 Federal flood
  3. Farmowners multiple peril
  4. Homeowners multiple peril
  - 5.1 Commercial multiple peril (non-liability portion)
  - 5.2 Commercial multiple peril (liability portion)
  6. Mortgage guaranty
  11. Medical malpractice
  12. Earthquake
  16. Workers' compensation
  17. Other liability
  18. Products liability
  - 19.1 Private passenger auto no-fault (personal injury protection)
  - 19.2 Other private passenger auto liability
  - 19.3 Commercial auto no-fault (personal injury protection)
  - 19.4 Other commercial auto liability
  - 21.1 Private passenger auto physical damage
  - 21.2 Commercial auto physical damage
  22. Aircraft (all perils)
  26. Burglary and theft
  27. Boiler and machinery
  33. Aggregate Write-ins\*
- \*(The surcharge is applicable to any fire and casualty premiums aggregated on this line.)

The due date for filing this report is March 1 of each year. The form should contain information about each policy written in the previous calendar year. This form is **NOT** to be filed quarterly. The information required in the columns is self-explanatory.